

## **ENVIRONMENTAL MONITORING RENTAL KIT LOAN AGREEMENT**

The Virginia Association of Museums (hereinafter referred to as "VAM") agrees to loan one (1) Environmental Monitoring Kit (hereinafter referred to as "Kit") to:

**Organization:** (hereinafter referred to as "Borrower") \_\_\_\_\_  
**Contact:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Telephone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_  
**Email:** \_\_\_\_\_

As a staff member of VAM, the Virginia Collections Initiative Project Director is authorized to act on behalf of VAM for the purposes of overseeing the Environmental Monitoring Kit program, including making arrangements to loan the Kit to Borrower, collecting rental fees, and evaluating the Kit upon its return.

Contact: Christina Newton, project director  
Mailing Address: 3126 West Cary Street, #447 Richmond, VA 23221  
Telephone: 804-358-3173  
Fax: 804-358-3174  
Email: [cnewton@vamuseums.org](mailto:cnewton@vamuseums.org)

**ITEMS TO BE LOANED:** VAM agrees to loan to Borrower one (1) Environmental Monitoring Kit containing all items described as "packed" on the enclosed Checklist which is attached and a part of this agreement.

**LOAN TIMEFRAME:** The timeframe available to Borrower to utilize the items in the Kit is 3 Weeks from receipt. Borrower agrees to return the Kit to VAM no later than \_\_\_\_\_

**TERMS AND CONDITIONS OF LOAN:** Borrower agrees to the following terms and conditions:

1. Remit payment of \$40.00 per rental to Virginia Association of Museums (VAM) by check or credit card.
2. Be financially responsible for the Kit while in Borrower's possession and agrees to provide a credit card number or check for the deposit amount of \$600 to cover the cost of damage or loss of all or part of the Kit (other than the ordinary 'consumables' as noted in the Checklist). The credit card will not be charged or check will be returned to Borrower upon receipt of items in condition as received.
3. In the event of loss or damage, Borrower must notify the Project Director as soon as possible.
4. Shipping of Kit to Borrower will be handled by one of the following methods  
\_\_\_\_ VAM will ship Kit to Borrower via United States Postal Service and Borrower will return Kit to VAM using prepaid label  
\_\_\_\_ Borrower will pickup Kit from VAM's offices at Pauley Center at VMFA 301 North Sheppard Street Richmond, VA 23221 and mail back via prepaid label

\_\_\_\_ Borrower will pickup and return Kit from VAM's offices at the Pauley Center at the VMFA 301 North Sheppard Street Richmond, VA 23221

5. Within two days of receiving the Kit, the Borrower agrees to acknowledge receipt by notifying the Project Director by email or telephone. (Checklist provided)
6. The Borrower is responsible for returning the items in the same condition as received. The items in the kit may not be subjected to any treatments or modifications.
7. The items in the Kit are the sole responsibility of the named Borrower. Individually or as a group, the items in the Kit may not be provided to a third party or used at another location.
8. The items in the Kit are to be stored in a secure manner and handled under the supervision of knowledgeable staff of the Borrower.
9. The Borrower may conclude the loan timeframe prior to the agreed upon loan period (specified above) by notifying the Project Director in advance of shipping.

*Sign, Date and Return form via email, fax, or mail. Please include check, money order, or credit card information for rental processing and damage deposit.*

☐ Check / Money Order enclosed for \$40

☐ Credit Card: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

Loan agreement is hereby agreed upon on by

\_\_\_\_\_  
Christina E. Newton, Project Director      Date  
Virginia Collections Initiative

\_\_\_\_\_  
Borrower Name and Title      Date

**VAM Environmental Monitoring Rental Kit Shipping Address:**

Virginia Association of Museums  
c/o Christina Newton, Project Director  
3126 West Cary Street, #447  
Richmond, VA 23221

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**Administrative Use Only:**

VAM's Environmental Monitoring Kit was mailed on: \_\_\_\_\_

VAM's Environmental Monitoring Kit was received on: \_\_\_\_\_

Condition:      \_\_\_\_ As Shipped \_\_\_\_ Damaged \_\_\_\_ Missing Items \_\_\_\_\_